

MEMORANDUM

To: Lewis County Planning Commission

From: Lynn Deitrick, AICP, Sr. Project Planner

Date: May 16, 2012

Subject: Proposed Revision to Planning Commission Rules of Procedure and By-Laws – Start Time

On January 24, 2012 the Planning Commission, discussed potential changes to the Rules of Procedure and By-Laws. At the May 8, 2012 Planning Commission meeting further discussion continued on the proposed revision to change their start time from 7:00 pm to 6:00 pm.

It was determined at the May 8, 2012 Planning Commission meeting the need to refine the proposed new start time language of 6:00 pm to allow for occasions that necessitate a later start time on a case by case basis. Staff was asked to develop language that would permit this flexibility. Staff has developed draft language as requested and provided a strike through (existing wording to be removed) and underline (new wording to be added) version (subsection 1.2) for Planning Commission review.

The next step to revising the Rules of Procedure and Bylaws would be for the Planning Commissioners to vote on the revision. Upon an approval vote by the Planning Commission a letter of transmittal to the Board of County Commissions requesting approval action on the revision would be prepared and signed by the Planning Commission Chair.

Note that any revision to the Planning Commission Rules of Procedures and By-Laws requires approval of the Board of County Commissioners (Section XI: Amendment Or Suspension Of Rules as found in Lewis County Board of Commissioner Guidelines For Planning Commission Rules Of Procedure And By-Laws).